

**URBAN EXPERIENCE
COMMITTEE MEETING AGENDA FOR
MONDAY September 13, 2021
10:00 a.m. — Streaming Live Online & Airing on City Cable 5**

The Spokane City Council's Urban Experience Committee meeting will be held at **10:00 a.m. on September 13th, 2021** – Streaming Live Online & Airing on City Cable 5. Council members and presenters will be attending virtually and the meeting will be streamed live at <https://my.spokanecity.org/citycable5/live> and will also air on City Cable 5.

The meeting will be conducted in a standing committee format. Because a quorum of the City Council may be present, the standing committee meeting will be conducted as a committee of the whole council.

The physical meeting will not be open to the public and no public testimony will be taken. Discussion will be limited to appropriate officials, presenters, and staff. The public is encouraged to tune in live at the address above.

AGENDA

I. Call to Order

II. Approval of Minutes from August 16th, 2020

III. Discussion Items

A. Staff Requests

- a. [Pre-Approval of Purchase of Vehicles for City Use](#)- Michael Ormsby (10 min)
- b. [Pilot Street Mural Art Painting](#)- Annica Eagle (10 min)
- c. [Purchase of Chevy Tahoe](#)- Justin Lundgren (5 min)
- d. [MFTE Conditional Agreement- Millennium Monroe](#)- Teri Stripes (10 min)
- e. [Short Plat Fee Amendment](#)- Amanda Beck (10 min)

B. Council Requests

- a. DSP Quarterly Update- Mark Richard and Brenda Nelson (10 min)
- b. [Volunteers of America Crosswalk Capital Campaign Resolution](#)- Melissa Morrison (5 min)
- c. [Resolution Welcoming Refugees from War in Afghanistan](#)- Alex Gibilisco (5 min)
- d. [Rapid Capital Housing Acquisition RFP Resolution](#)- Melissa Morrison (5 min)

IV. Standing Topic Discussions

- A. Building Permit/Construction Updates- Kris Becker

V. Consent Items- Briefing Papers Only, No Discussion

- A. [McGard Fire Hydrant Locks & Operating Wrenches Value Blanket](#)- Loren Searl
- B. [Purchase of F550 Diesel](#)- Micaela Martinez
- C. [Purchase of F250 Diesel](#)- Micaela Martinez

- D. [Purchase of Utility Body](#)- Micaela Martinez
- E. [Purchase of Dump Body](#)- Micaela Martinez
- F. [SBO for a full-time System Administrator II](#)- Information Security- Michael Sloon, Eric Finch, and Dan Wordell
- G. [Amendment for Kaiser Permanente National Benefit Fund at the East Bay Community Foundation Award for COVID-19 Prevention and Response Among Homeless Populations](#)- Margaret Hinson
- H. [Cannon St 24 hr Services Facility](#)- Kirstin Davis

VI. Adjournment

Next Urban Experience Committee meeting will be on Monday, October 11, 2021 at 1:15 pm.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinolfson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Briefing Paper Study Session

Division & Department:	City Legal; Grants and Contracts and Fleet Services
Subject:	Pre-Approval of purchase of vehicles for City use
Date:	September 13, 2021
Author (email & phone):	Michael Ormsby, mormsby@spokanecity.org , 6287
City Council Sponsor:	Councilwoman Wilkerson
Executive Sponsor:	Michael Ormsby and Richard Giddings
Committee(s) Impacted:	Urban Experience, Administration and Budget and PIES
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Budget and Strategic Plan
Strategic Initiative:	Increase environmental sustainability and maintain City's ability to provide necessary services
Deadline:	September 20, 2021
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of Resolution will allow Fleet Services to acquire vehicles required by various City Departments to provide services.
<u>Executive Summary:</u> Microchip shortages and Covid related supply chain disruptions are negatively impacting the City's ability to purchased vehicles for the fleet and this resolution will give Fleet Services the ability to acquire vehicles in a timely manner.	
<u>Budget Impact:</u> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<u>Operations Impact:</u> Consistent with current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Requires change in current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Specify changes required: Known challenges/barriers: This Resolution authorizes, on a temporary basis, a different process for purchasing vehicles to respond to current circumstances.	

RESOLUTION NO. 2021-_____

A Resolution of the City Council of the City of Spokane pre-approving the purchase of vehicles by the City of Spokane

WHEREAS, the City of Spokane (“City”) has a large fleet of vehicles necessary to provide services to the residents of and visitors to the City and those vehicles need to be replaced on a regular basis; and

WHEREAS, microchip shortages and the fallout from COVID 19 related supply change disruptions are negatively impacting the ability of the Fleet Department of the City to purchase necessary vehicles; and

WHEREAS, current purchasing process of the City takes four weeks or more from obtaining quotes or bids until approval of the City Council is received to purchase vehicles; and

WHEREAS, given current vehicle shortages and market conditions, in most cases vehicles that the City desires to purchase are sold within hours of their availability, long before the City can receive approval for such purchases through its normal purchasing process; and

WHEREAS, the City has established the following vehicle purchasing priorities: 1) to purchase or lease vehicles that fully meet the need to the department using the vehicle; 2) to purchase vehicles that are fueled by electricity or biofuels which will assist the City in reaching its clean energy goals; and 3) to lease vehicles in situations where clean fuel vehicles are not available, practicable or economically viable; and

WHEREAS, the City has identified certain compact SUV-All Wheel Drive vehicles, one half ton Four Wheel Drive trucks; and three quarter ton Four Wheel Drive trucks that are immediate needs of the City and it desires to purchase in the next thirty (30) to sixty (60) days if available; and

WHEREAS, the City Council desires to facilitate the timely purchase or lease of necessary vehicles within the legal and operational parameters of the City.

NOW, THEREFORE, BE IT RESOLVED by the Spokane City Council that due to the necessity set forth above, the City administration is authorized and empowered to enter into agreements to acquire or lease the vehicles identified in Exhibit A to this Resolution under the limitations set forin this Resolution and shall report back to the City Council within one week of the entry into a purchase or lease agreement.

ADOPTED by the City Council this _____ day of September 2021.

City Clerk

Approved as to Form:

Assistant City Attorney

Fleet Services and Purchasing

2021 Vehicle Purchasing Strategy



Background:

Microchip shortages and Covid related supply chain disruptions are negatively impacting the City of Spokane's ability to purchase fleet vehicles.

- Our current process takes about 4 weeks from obtaining quotes through to City Council approval
- In many cases, the vehicles we are purchasing have sold prior to us obtaining approval

Objective:

Fleet and Purchasing are seeking temporary pre-approval from City Council to purchase designated vehicles on an as needed basis as they become available.

Vehicle Purchasing Priorities:

1. **Purchase or lease vehicles** that fully meet the need of the using department.
2. **Purchase vehicles** fueled by electricity or biofuels which will help us reach our clean energy goals:
 1. EV or CNG vehicles where charging or fueling infrastructure is available and accessible with minimal disruption to using department.
 2. Diesel vehicles in anticipation that renewable diesel will be available in the near future.
 3. All vehicle purchases will be subject to Total Cost of Ownership (TCO) analysis.
3. **Lease vehicles** in situations where clean fuel vehicles are not available, not practical or not economically viable.
 1. Open ended leases so we can purchase clean fuel vehicles as availability increases or costs decrease.
 2. Vehicles leased due to availability of fueling infrastructure should inform decisions about where and when charging and fueling infrastructure projects are needed.
 3. Leased vehicles are also subject to TCO and energy efficiency considerations.

Immediate and Common Needs

Compact SUV – All Wheel Drive

2021 Budgeted Vehicles

Building and Development Services	3 Vehicles
Code Enforcement	1 Vehicle
Water Department	1 Vehicle
Upriver Dam	3 Vehicles

Option 1: **Purchase Hyundai Kona EV AWD**
TCO = \$0.41 per mile – 120 MPGe*
Cost ~ \$39,000
+ Meets Clean energy requirements and department needs.
- Currently unavailable. Requires access to charging equipment.

Option 2: **Lease Ford Escape Hybrid AWD**
TCO = \$0.42 per mile – 40 MPG*
Cost ~ \$26,000 (~\$500 per month/36-month lease)

Option 3: **Lease Toyota RAV4 Hybrid AWD (or similar)**
TCO = \$0.47 per mile – 40 MPG*
Cost ~ \$31,000 (~\$550 per month/36-month lease)

- MPG and MPGe ratings are supplied by www.fueleconomy.gov



Immediate and Common Needs

½ Ton 4WD Pickups

2021 Budgeted Vehicles

Reg Cab

Water Department: 2 Vehicles

Extended Cab

Code Enforcement 1 Vehicle

Water Department 4 Vehicles

Option 1: **Purchase Ford F150 Lightning BEV**

TCO = \$0.51 per mile – 85 MPGe*

Cost ~ \$44,000

- + Meets clean energy requirements and department needs
- Not yet available – Requires access to charging equipment

Option 2: **Lease Ford F150 or equivalent ICE**

TCO = \$0.62 per mile – 21 MPG*

Cost ~ \$27,500 - \$31,500 (Regular – Extended Cab)

Lease ~ \$500 - \$600 per month/36-month lease



• MPG and MPGe ratings are supplied by www.fueleconomy.gov

Immediate and Common Needs

¾ Ton 4WD Pickups

2021 Budgeted Vehicles

Regular Cab

Waste to Energy 1 Vehicle

Crew Cab

Waste to Energy 1 Vehicle

Option 1: **Purchase Ford F250 Diesel**

TCO = \$1.03 per mile – 14 MPG (est*)

Cost ~ \$45,000 - \$48,000 (Regular – Crew Cab)



Option 2: **Lease Ford F250 Gas**

TCO = \$1.19 per mile – 10 MPG (est*)

Cost ~ \$34,000 - \$37,000 (Regular – Crew Cab)

Lease ~ \$570 - \$630 (Regular – Crew Cab)



* MPG Not rated by EPA. Estimates based on user averages

Future Common Needs:

Light Duty Vehicles



Class	Year	Make	Model	Specifications	Purchase	Residual Value	Maint Cost	MPG (MPGe)	Fuel Cost	TCO/Lifetime	Mileage	TCO/Mile	Est. Lease
Passenger	2022	Chevrolet	Bolt EV	FWD (BEV)	\$32,000	\$6,400	\$6,250	118	\$3,144	\$34,994	100,000	\$0.35	\$544
	2022	Hyundai	Kona EV	AWD (BEV)	\$39,000	\$7,800	\$6,250	120	\$3,092	\$40,542	100,000	\$0.41	\$663
	2022	Ford	MachE EV	AWD (BEV)	\$50,000	\$10,000	\$6,250	90	\$4,122	\$50,372	100,000	\$0.50	\$850
	2022	Ford	Escape	AWD (Hybrid)	\$25,000	\$5,000	\$13,500	40	\$8,750	\$42,250	100,000	\$0.42	\$425
	2022	Toyota	Rav4	AWD (Hybrid)	\$31,000	\$6,200	\$13,500	40	\$8,750	\$47,050	100,000	\$0.47	\$527
Small Pickups	2022	Ford	Ranger	4WD (ICE) Reg Cab	\$27,000	\$5,400	\$23,800	23	\$15,217	\$60,617	100,000	\$0.61	\$459
	2022	Ford	Ranger	4WD (ICE) Crew Cab	\$30,000	\$6,000	\$23,800	22	\$15,909	\$63,709	100,000	\$0.64	\$510
1/2 Ton Pickups	2022	Ford	F150 Lightning	4WD (BEV) Crew Cab	\$44,000	\$8,800	\$11,650	85	\$4,365	\$51,215	100,000	\$0.51	\$748
	2022	Ford	F150	4WD (ICE) Reg Cab	\$27,500	\$5,500	\$23,300	21	\$16,667	\$61,967	100,000	\$0.62	\$468
	2022	Ford	F150	4WD (ICE) Crew Cab	\$30,500	\$6,100	\$23,300	20	\$17,500	\$65,200	100,000	\$0.65	\$519
	2022	Chevrolet	Silverado 1500	4WD (ICE) Reg Cab	\$29,000	\$5,800	\$23,300	20	\$17,500	\$64,000	100,000	\$0.64	\$493
	2022	Chevrolet	Silverado 1500	4WD (ICE) Crew Cab	\$32,000	\$6,400	\$23,300	19	\$18,421	\$67,321	100,000	\$0.67	\$544
¾ and 1-Ton Pickups	2022	Ford	F250	4WD Reg Cab - Gas	\$34,000	\$6,800	\$54,600	10	\$35,000	\$116,800	100,000	\$1.17	\$578
	2022	Ford	F250	4WD Reg Cab - Diesel	\$45,000	\$9,000	\$54,600	14	\$30,000	\$120,600	120,000	\$1.01	\$765
	2022	Ford	F250	4WD Ext Cab - Gas	\$37,000	\$7,400	\$54,600	10	\$35,000	\$119,200	100,000	\$1.19	\$629
	2022	Ford	F250	4WD Ext Cab - Diesel	\$48,000	\$9,600	\$54,600	14	\$30,000	\$123,000	120,000	\$1.03	\$816
	2022	Ford	F350	4WD Reg Cab - Gas	\$36,000	\$7,200	\$54,600	10	\$35,000	\$118,400	100,000	\$1.18	\$612
	2022	Ford	F350	4WD Reg Cab - Diesel	\$47,000	\$9,400	\$54,600	14	\$30,000	\$122,200	120,000	\$1.02	\$799
	2022	Ford	F350	4WD Ext Cab - Gas	\$39,000	\$7,800	\$54,600	10	\$35,000	\$120,800	100,000	\$1.21	\$663
	2022	Ford	F350	4WD Ext Cab - Diesel	\$50,000	\$10,000	\$54,600	14	\$30,000	\$124,600	120,000	\$1.04	\$850
Cab/Chassis	2022	Ford	F250	4WD XCab/Chassis -Diesel (Plus Upfit)	\$46,000	\$9,200	\$54,600	14	\$25,000	\$116,400	120,000	\$0.97	\$782
	2022	Ford	F350	4WD XCab/Chass -Diesel(Plus Upfit)	\$49,000	\$9,800	\$54,600	14	\$30,000	\$123,800	120,000	\$1.03	\$833
	2022	Ford	F550	4WD XCab/Chass -Diesel (Plus Upfit)	\$51,000	\$10,200	\$54,600	12	\$35,000	\$130,400	120,000	\$1.09	\$867
	2022	Chevrolet	Silverado 2500	4WD XCab/Chassis -Diesel (Plus Upfit)	\$46,000	\$9,200	\$54,600	14	\$25,000	\$116,400	120,000	\$0.97	\$782
	2022	Chevrolet	Silverado 3500	4WD XCab/Chass -Diesel (Plus Upfit)	\$49,000	\$9,800	\$54,600	14	\$30,000	\$123,800	120,000	\$1.03	\$833
	2022	Chevrolet	Silverado 5500	4WD XCab/Chassis -Diesel (Plus Upfit)	\$51,000	\$10,200	\$54,600	12	\$35,000	\$130,400	120,000	\$1.09	\$867



Conclusion:

- We are committed to providing the City of Spokane useful and cost-effective vehicles that meet our clean energy goals.
- Vehicle Purchasing will be challenging for the remainder of 2021 and well into 2022.
 - Many order banks may close prior to 2022 budget approval.
 - Speed and flexibility in the purchasing process will greatly improve our ability to provide vehicles.
- We are asking for pre-approval to purchase designated vehicles placing priority on function, availability, total cost of ownership and environmental concerns.
- We will update our vehicle list and the process:
 - As new vehicles come on the market
 - As charging and fueling infrastructure becomes available.
 - When our Green Fleet Implementation Plan is finalized.



Purchasing Strategy Remaining 2021 Budgeted Vehicles

Usage Class	Recommended Vehicle	Est Purchase	Est Lease/mo	Department	Qty	Purchase Price	Total 3 year Lease
Compact SUV AWD	2022 Ford Escape Hybrid (Or Similar) Lease	\$25,000	\$450/mo	Building and Development Services	3		\$48,600
				Code Enforcement	1		\$16,200
				Water Department	1		\$16,200
				Upriver Dam	3		\$48,600
				Total	8		\$129,600
1/2 Ton 4WD Regular Cab Pickup	Ford F150 (Or Similar) Lease	\$27,500	\$475	Water Department	2		\$34,200
				Total	2		\$34,200
1/2 Ton 4WD Extended Cab Pickup	Ford F150 (Or Similar) Lease	\$30,500	\$525	Water Department	4		\$75,600
				Total	4		\$75,600
3/4 Ton 4WD Regular Cab Pickup Diesel	Ford F250 (Or Similar) Purchase	\$45,000	\$765	Waste to Energy	1	\$45,000	
				Total	1	\$45,000	
3/4 Ton Extended Cab Pickup	Ford F250 (Or Similar) Purchase	\$48,000	\$820	Waste to Energy	1	\$48,000	
				Total	1	\$48,000	
Total Vehicles					16	\$93,000	\$239,400

Purchasing Strategy Budgeted Vehicles by Department

Department	Usage Class	Recommended Vehicle	Est Purchase	Est Lease/mo	Qty	Purchase Price	Total 3 Year Lease
Building and Development Services	Compact SUV AWD	2022 Ford Escape Hybrid	\$25,000	\$450	3		\$48,600
	Dept Total				3		\$48,600
Code Enforcement	Compact SUV AWD	2022 Ford Escape Hybrid	\$25,000	\$450	1		\$16,200
	Dept Total				1		\$16,200
Upriver Dam	Compact SUV AWD	2022 Ford Escape Hybrid	\$25,000	\$450	3		\$48,600
	Dept Total				3		\$48,600
Water	Compact SUV AWD	2022 Ford Escape Hybrid	\$25,000	\$450	1		\$16,200
	1/2 Ton 4 WD Reg Cab P/U	Ford F150	\$27,500	\$475	2		\$34,200
	1/2 Ton 4WD Ext Cab P/U	Ford F150	\$30,500	\$525	4		\$75,600
Dept Total				7		\$126,000	
Waste to Energy	3/4 Ton 4WD Reg Cab P/U	Ford F250	\$45,000	\$765	1	\$45,000	
	3/4 Ton 4WD Ext Cab P/U	Ford F250	\$48,000	\$765	1	\$48,000	
Dept Total				2	\$93,000		
Total Vehicles					16	\$93,000	\$239,400

Briefing Paper

Urban Experience Committee

Division & Department:	Office of Neighborhood Services
Subject:	Pilot Street Mural Art Painting
Date:	September 13 th 2021
Author (email & phone):	Annica Eagle, 509.625.6156, aeagle@spokanecity.org Cendy Pfortmiller, cpfortmiller@spokanecity.org
City Council Sponsor:	Kate Burke
Executive Sponsor:	Carly Cortright
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	<p>Strategic Plan: Urban Experience</p> <p>Promote significant growth that connects people to place and builds upon cultural, historic, and natural resource assets</p> <p>2-Year Action Plan</p> <ul style="list-style-type: none"> PRIORITY: Market Spokane's urban advantages and experiences to grow jobs and economic benefit Develop public trails and access points to Spokane River Invest in key neighborhoods and business centers; especially PDAs and small businesses <p>6-Year Plan</p> <ul style="list-style-type: none"> Increase housing quality and diversity Advance downtown as region's largest and strongest center Support arts and cultural activities Work collaboratively with regional partners <p>Strategic Plan: Safe & Healthy</p> <p>Create a compassionate community so that all people can feel safe, empowered, and welcome.</p> <p>2-Year Action Plan</p> <ul style="list-style-type: none"> PRIORITY: Develop integrated emergency response Increase and embrace diversity <p>6-Year Plan</p> <ul style="list-style-type: none"> Advance public safety through criminal justice reform Reduce homelessness and protect vulnerable populations Beautify Spokane through citywide clean and safe
Strategic Initiative:	Urban Experience
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	<p>This is an adaptation of the previous Permanent Sidewalk Art program. Applicants would submit all application materials through Spokane Arts, including three location proposals for the City of Spokane to vet for scheduled utility and street maintenance. Spokane Arts would administer the program, including the approval of art designs, and the Office of Neighborhood Services (ONS) would be responsible for vetting the proposed locations, filing the submitted materials, and shepherding the Special Events permitting process.</p>

	ONS will work with Spokane Arts on evaluating impact of painted spaces, which would include frequency of use, etc.
<p><u>Background/History:</u></p> <p>In addition to the bike corral/bike parking area painted art pilot that began earlier this year, the City of Spokane is broadening the previous Permanent Sidewalk Art program to include street mural art. Previously administered by Development Services, this program would be migrating to the Office of Neighborhood Services (ONS) within the City of Spokane in addition to Spokane Arts. Applicants (businesses, nonprofits, neighborhood councils, or schools) would submit locations and design pitches to Spokane Arts and the Office of Neighborhood Services, with Spokane Arts deciding on the artistic merit for approval or denial, and ONS vetting locations for maintenance and construction conflicts.</p> <ul style="list-style-type: none"> • <i>Applicants would be responsible for contacting adjacent business and property owners to get 60% approval (non-responses count in the affirmative)</i> • <i>Registered non-profit organizations, commercial businesses, neighborhood councils, or schools may apply for the permit.</i> • <i>Only water-based paints with low VOC of less than 150 will be allowed. Paints must include adequate grit for slip resistance. Spray paint is not permitted.</i> <p>Public art is vital to the Spokane community, and permanent residential street mural art has potential for creating collaboration, investment, and beautification within neighborhoods as well as the City at large. ONS, in collaboration with Shauna Harshman of City Council staff and Spokane Arts, will review the impact this program will have on the community to help determine its merits on becoming a permanent program.</p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> • Permanent street mural art will beautify the City, encourage usage of public spaces, promote pedestrian access, and bring regional and neighborhood pride to the areas where the murals are placed. • Building off the existing sidewalk art program and rehousing the administration of it to ONS and Spokane Arts will allow for more opportunities, involvement, and movement on getting this policy implemented and benefitting our community. • With Spokane Arts responsible for design approval, that frees up the City from having to navigate government speech and other legal concerns as to what can be approved and implemented. • Funding: there are different revenue streams that applicants can tap into. Spokane Arts has some grant funds, the Community Engagement Grant is available for neighborhood councils, and businesses adjacent to potential intersection painting locations have fiscally supported these projects in other cities with similar programs. 	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If new, specify funding source: There is no expense outside of staff time, so probably is approved in the current year budget if current staffing levels allow - but no recurring expenses beyond staffing. An ARP proposal is being drafted and discussions about ongoing traffic calming funding are also occurring.</p> <p>Other budget impacts: No other budget impacts identified; no additional funding source required to implement</p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Requires change in current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Specify changes required:</u> It will take a change to certain operations, because we are creating a new application process to accommodate the work.</p>	

Known challenges/barriers: There are concerns with the environmental impact of the paint choices and the longevity of the paints chosen. Legal did bring up potential issues of who controls the content—the government can control what is referred to as “Government Speech,” but this likely would not be an issue since all content approval would be routed through Spokane Arts. Some other concerns were whether the painted areas would create confusion for drivers, pedestrians, or bicyclists. There was also concerns about the City’s sign code and whether these images would count as visual clutter.

Briefing Paper

Public Safety & Community Health Committee

Division & Department:	Spokane Police Department		
Subject:	Purchase of Chevy Tahoe		
Date:	9/9/2021		
Contact (email & phone):	Mike McNab– mmcnab@spokanepolice.org 509-835-4514		
City Council Sponsor:	Councilmember Kinnear		
Executive Sponsor:	Asst. Chief Lundgren		
Committee(s) Impacted:	Urban Experience		
Type of Agenda item:	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion	<input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)			
Strategic Initiative:			
Deadline:			
Outcome: (deliverables, delivery duties, milestones to meet)	Approval to purchase 2021 Chevrolet Tahoe Police Pursuit Vehicle for \$63,492.21 including commissioning costs.		
Background/History: In November of 2020 Fleet cancelled orders for two Chevy Tahoe’s secured through the state contract. As the result of an error, one vehicle was shipped to the City Fleet Department in late August. The dealership is willing to take the vehicle back, however, with the National vehicle shortage and increasing vehicle costs, it would be financially beneficial to the city to take advantage of this opportunity.			
Executive Summary: <ul style="list-style-type: none"> Approval to purchase Chevrolet Tahoe Police Pursuit Vehicle for 2021 state contract price of \$47,492.21. Commissioning costs \$16,000.00 			
Budget Impact: Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)			
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:			

Contract Automobile Request System (CARS)



Requests

Order Codes

Cutoff Dates

Reports

Log off

Organization Information

Save/Return

Contract #: 05916 - Motor Vehicles

Status:

Organization: 23210 - SPOKANE, CITY OF - 23210

Order Contact: Micaela Martinez

Contact Phone: 509-655-0959

Contact Email: mmartinez@spokanecity.org

Quote #: 2020-10-75

Organization Comments: Thank you.

Dealer Reference #:

Dealer Comments:

Submit Date: 11-03-2020

Order Date:

Expected Delivery Date:

Delivery Date:

Cancel Date:

Organization Reference #: 428972, PO200584

Organization PO #:

Color Options

Color Name	Qty
SUMMIT WHITE GAZ	1

Tax Exempt: N

Vehicle Options

Order Code	Order Code Description	Qty	Unit Price	Ext. Price	Version	Up Fit
2021-0501-001	2021 CHEVROLET TAHOE POLICE PURSUIT VEHICLE-(CC10706)2WD 9C1:Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) P275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20 steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires, (V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only)	1	\$37,988.00	\$37,988.00	1	R
2021-0501-002	2021 CHEVROLET TAHOE POLICE PURSUIT VEHICLE-(CK10706)4WD 9C1:Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV)	1	\$4,045.00	\$4,045.00	1	R

	P275/55R20 all-season spare tire, Police brakes. (RC1) front skid plate, (PXT) 20" steel wheels. Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires, (V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only)					
2021-0501-004	(A50)Seats, front bucket (When ordered with (9C1) Police Vehicle, includes (PQA) 1FL Safety Package. Includes (D07) floor console.)	1	\$745.00	\$745.00	1	R
2021-0501-005	(AMF)Remote Keyless Entry Package includes 4 additional transmitters. NOTE: programming of remotes is at customer's expense. Programming remotes is not a warranty expense (Requires (9C1) Police Vehicle.)programming included in price through dealer	1	\$200.00	\$200.00	1	R
2021-0501-009	(AU7)Key, common, fleet (Includes SEO (6E2) complete vehicle fleet common key or SEO (6E8) complete vehicle fleet common key and (9C1) Police Vehicle.)	1	\$75.00	\$75.00	1	R
2021-0501-014	(USR)USB data ports, 2, one type-A and one type-C, located within center console (Included and only available with (A50) front bucket seats.)	1	\$0.00	\$0.00	1	R
2021-0501-018	(R9YFleet Free Maintenance Credit. This option code provides a credit in lieu of the free oil changes, tire rotations and inspections for one maintenance service during 1st year of ownership. The invoice will detail the applicable credit. The customer will be responsible for all oil change, tire rotations and inspections costs for this vehicle. (Requires one of the following Fleet or Government order types: FBC, FBN, FCA, FCN, FEF, FLS, FNR, FRC or FGO. Not available with FDR order types.) *CREDIT*	1	(\$30.00)	(\$30.00)	1	R
2021-0501-021	(6C7)Lighting, red and white front auxiliary dome Red and white auxiliary dome lamp is located on headliner between front row seats (red is LED, white is incandescent). The auxiliary lamp is wired independently from standard dome lamp (Requires (9C1) Police Vehicle.)	1	\$170.00	\$170.00	1	R
2021-0501-024	(6J3)Wiring, grille lamps and siren speakers (Requires (9C1) Police Vehicle.)	1	\$99.00	\$99.00	1	R
2021-0501-025	(6J4)Wiring, horn and siren circuit (Requires (9C1) Police Vehicle.)	1	\$55.00	\$55.00	1	R
2021-0501-026	(6J7)Flasher system, headlamp and taillamp, DRL compatible with control wire (Requires (9C1) Police Vehicle. Includes SEO (5J9) taillamp flasher calibration, Red/White and SEO (5LO) taillamp flasher calibration, Red/Red.)	1	\$50.00	\$50.00	1	R
2021-0501-035	(UN9)Radio Suppression Package, with ground straps (Requires (9C1) Police Vehicle.)	1	\$95.00	\$95.00	1	R
2021-0501-050	All weather mats, front seat floors only (DLR)*** Mats do not are not secured down, note for when using the vinyl flooring	1	\$115.00	\$115.00	1	R
2021-0501-110	(KSPEAK)100 watt siren speakerNOTE: MUST ORDER SEO 6J3RECOMMENDATION: order SEO 6J4 wiring to enable horn tap functionality	1	\$205.00	\$205.00	1	A

Request Totals

<input type="button" value="Save/Return"/>		Total Vehicles:	1
		Sub Total:	\$43,812.00
		8.4 % Sales Tax:	\$3,680.21
		Request Total:	\$47,492.21



Briefing Paper

Urban Experience Committee

Division & Department:	Planning & Economic Development
Subject:	MFTE Conditional Agreement – Millennium Monroe
Date:	September 16, 2021
Contact (email & phone):	Teri Stripes (tstripes@spokanecity.org , 625-6597)
City Council Sponsor:	Council Members Mumm and Stratton
Executive Sponsor:	Louis Meuler (lmeuler@spokanecity.org , 625-6096)
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	<p>SMC 08.15 Multi- Family Housing Property Tax Exemption</p> <p>A. The purposes of this chapter are to:</p> <ol style="list-style-type: none"> 1. encourage more multi-family housing opportunities, including affordable housing opportunities, within the City; 2. stimulate the construction of new multifamily housing and the rehabilitation of existing vacant and underutilized buildings for multi-family housing; 3. increase the supply of mixed-income multifamily housing opportunities within the City; 4. accomplish the planning goals required under the Growth Management Act, chapter 36.70A RCW, as implemented from time to time by the City's current and future comprehensive plans; 5. promote community development, neighborhood revitalization, and availability of affordable housing; 6. preserve and protect buildings, objects, sites and neighborhoods with historic, cultural, architectural, engineering or geographic significance located within the City; and 7. encourage additional housing in areas that are consistent with planning for public transit systems. <p>Comprehensive Plan Land Use Policies:</p> <p>LU 1.4 Higher Density Residential Uses</p> <p>LU 3.5 Mix of Uses in Centers</p> <p>LU 4.2 Land Uses That Support Travel Options and Active Transportation</p> <p>LU 4.6 Transit-Supported Development</p> <p>Comprehensive Plan Housing Policies:</p> <p>H 1.9 Mixed-Income Housing</p> <p>H 1.4 Use of Existing Infrastructure</p> <p>H 1.10 Lower-Income Housing Development Incentives</p> <p>H 1.11 Access to Transportation</p> <p>H 1.18 Distribution of Housing Options</p> <p>Comprehensive Plan Economic Development Policies:</p> <p>ED 2.4 Mixed-Use</p> <p>ED 7.4 Tax Incentives for Land Improvement</p>
Strategic Initiative:	
Deadline:	Will file for Council consideration following committee meeting
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of Conditional Multi-Family Tax Exemption Agreement
Background/History: Chapter 84.14 RCW authorizes the City to create a multiple family housing property tax exemption program and to certify qualified property owners for that property tax	

exemption. SMC [08.15](#) Multiple-family Housing Property Tax Exemption outlines the City of Spokane MFTE Program and project eligibility.

Staff has determined that the Millennium Monroe Conditional application meets the Project Eligibility defined in SMC [08.15.040](#) and is located in a previously adopted Residential Target Areas identified in SMC [08.15.030](#).

Once the project is constructed, the applicant intends to rent at minimum 20% of the units as affordable SMC [08.15.090](#) to those who are income qualified as a low to moderate-income household per SMC [08.15.020](#) earning 80-115% of Area Median Income (AMI).

This contract authorizes the appropriate city official to enter into the Multiple Family Housing Property Tax Exemption Conditional Agreement, which will ultimately result in the issuance of a final certificate of tax exemption to be filed with the Spokane County Assessor's Office post construction.

Executive Summary:

- Applicant applying for a Conditional MFTE Contract for **78 units**, at 2002 N MONROE ST.
- Property is zoned **CC2-DC**, Centers/Corridors 2, Pedestrian Enhanced/Auto Accommodating, District Center or Corridor, 55 ft height limit; the proposed use is allowed.
- Located in the Emerson/Garfield neighborhood.

Budget Impact:

Approved in current year budget? ☐ Yes ☐ No ☒ N/A

Annual/Reoccurring expenditure? ☐ Yes ☐ No ☒ N/A

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No ☐ N/A

Requires change in current operations/policy? ☐ Yes ☒ No ☐ N/A

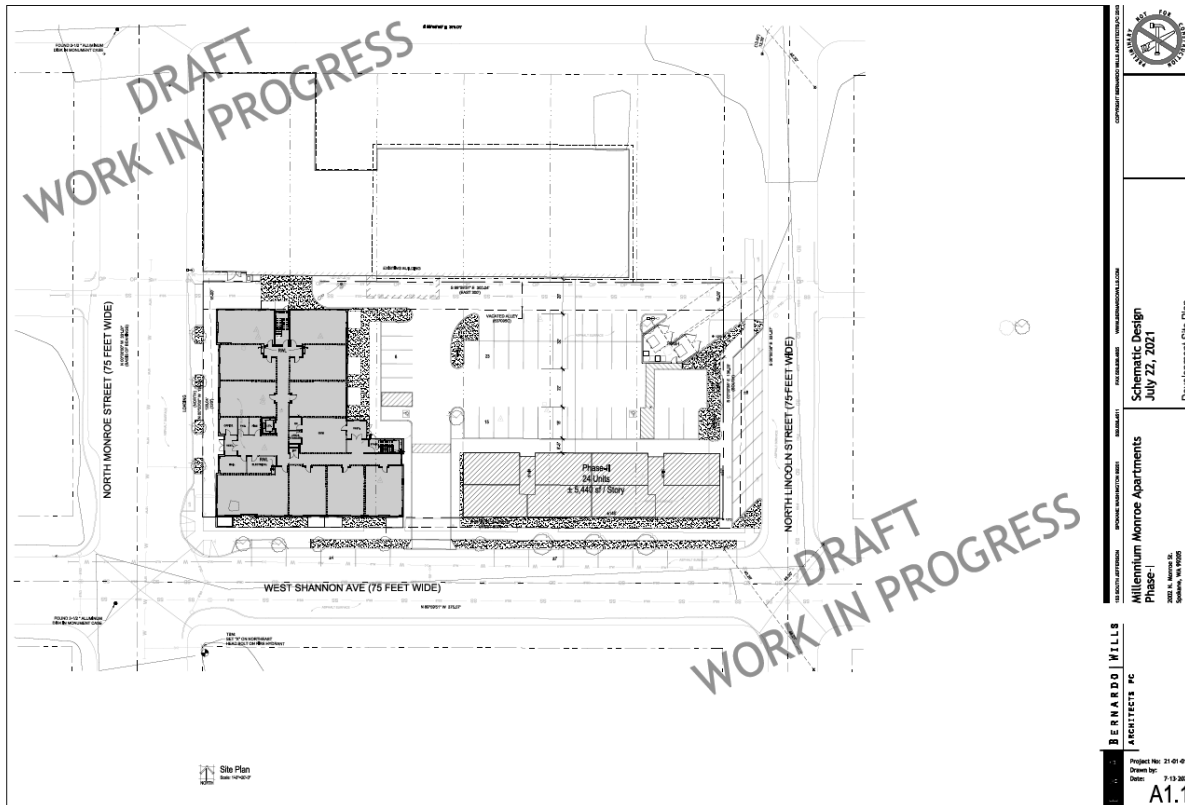
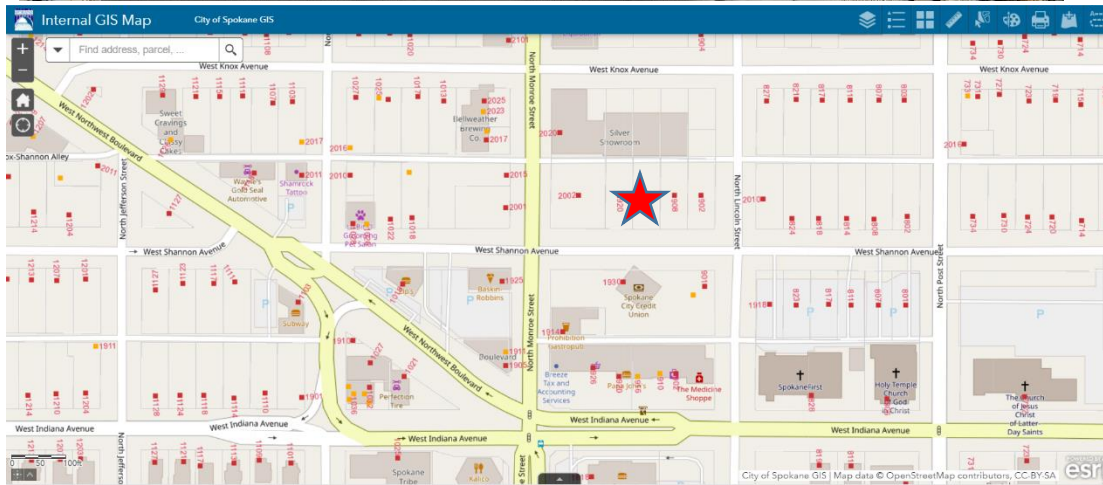
Specify changes required:

Known challenges/barriers:

Tax Exemption Information:

2021 Multi-Family Tax Exemption MFTE Property Tax Forgone & Savings Calculator	
Project Name: Millennium Monroe	
Number of units in the project	78
*Average Property Value Exempt per unit	\$128,300
Annual City Property Tax forgone per unit	\$522
Estimated Property Tax saved per project annually	\$118,107
Enter the number of years of MFTE (8 or 12)	12
Estimated Property Tax saved during the term of exemption	\$1,417,281
Estimated City Tax forgone per year	\$40,737
Estimated City Tax forgone during the term of exemption	\$488,842
Once a project has met programmatic criteria the owner can expect to save approximately \$1,180 on their tax bill for every \$100,000 of Exempt Assessed Value on the housing	
*Average Property Value Exempt per unit is based upon the average of all properties currently in the MFTE Program and 2021 Property value assessments.	

Site & Map:



MULTIPLE FAMILY HOUSING PROPERTY
TAX EXEMPTION AGREEMENT

THIS AGREEMENT is between the City of Spokane, a Washington State municipal corporation, as "City", and MILLENNIUM MONROE LLC, as "Owner/Taxpayer" whose business address is 718 W 18TH AVE, SPOKANE, WA 99203.

W I T N E S S E T H:

WHEREAS, The City has, pursuant to the authority granted to it by Chapter 84.14 RCW, designated various residential targeted areas for the provision of a limited property tax exemption for new and rehabilitated multiple family residential housing; and

WHEREAS, The City has, through Chapter 8.15 SMC, enacted a program whereby property owner/taxpayers may qualify for a Final Certificate of Tax Exemption which certifies to the Spokane County Assessor that the Owner/Taxpayer is eligible to receive the multiple family housing property tax exemption; and

WHEREAS, The Owner/Taxpayer is interested in receiving the multiple family property tax exemption for new multiple family residential housing units in a residential targeted area; and

WHEREAS, The Owner/Taxpayer has submitted to the City a complete application form for no fewer than a total of four new multiple family permanent residential housing units to be constructed on property legally described as:

7-25-43: MOORE'S ADDITION LOTS 7 THROUGH 12, BLOCK 12,
TOGETHER WITH THE SOUTH HALF OF VACATED ALLEY LYING NORTH OF
AND ADJACENT TO.

Assessor's Parcel Number(s) 35073.1212, commonly known as 2002 N
MONROE ST.

WHEREAS, The City has determined that the improvements will, if completed as proposed, satisfy the requirements for a Final Certificate of Tax Exemption; --
NOW, THEREFORE,

The City and the Owner/Taxpayer do mutually agree as follows:

1. The City agrees to issue the Owner/Taxpayer a Conditional Certificate of Acceptance of Tax Exemption subsequent to the City Council's approval of this agreement.

2. The project must comply with all applicable zoning requirements, land use requirements, design review recommendations and all building, fire, and housing code requirements contained in the Spokane Municipal Code at the time a complete application for a building permit is received. However, if the proposal includes rehabilitation or demolition in preparation for new construction, the residential portion of the building shall fail to comply with one or more standards of applicable building or housing codes, and the rehabilitation improvements shall achieve compliance with the applicable building and construction codes.

3. If the property proposed to be rehabilitated is not vacant, the Owner/Taxpayer shall provide each existing tenant with housing of comparable size, quality and price and a reasonable opportunity to relocate.

4. The Owner/Taxpayer intends to construct on the site, approximately 78 new multiple family residential housing units substantially as described in their application filed with and approved by the City. In no event shall such construction provide fewer than a total of four multiple family permanent residential housing units.

5. The Owner/Taxpayer agrees to complete construction of the agreed-upon improvements within three years from the date the City issues the Conditional Certificate of Acceptance of Tax Exemption or within any extension granted by the City.

6. The Owner/Taxpayer agrees, upon completion of the improvements and upon issuance by the City of a temporary or permanent certificate of occupancy, to file with the City's Business & Development Services Department the following:

(a) a statement of the actual development cost of each multiple family housing unit, and the total expenditures made in the rehabilitation or construction of the entire property;

(b) a description of the completed work and a statement that the rehabilitation improvements or new construction of the Owner/Taxpayer's property qualifies the property for the exemption;

(c) a statement that the project meets the affordable housing requirements, if applicable; and

(d) a statement that the work was completed within the required three-year period or any authorized extension of the issuance of the conditional certificate of tax exemption.

7. The City agrees, conditioned on the Owner/Taxpayer's successful completion of the improvements in accordance with the terms of this Agreement and on the Owner/Taxpayer's filing of the materials described in Paragraph 6 above, to file a Final Certificate of Tax Exemption with the Spokane County Assessor indicating that the Owner/Taxpayer is qualified for the limited tax exemption under Chapter 84.14 RCW.

8. The Owner/Taxpayer agrees, within 30 days following the first anniversary of the County's filing of the Final Certificate of Tax Exemption and each year thereafter for a period of twelve years, to file a declaration with the City's Business and Development Services Department, verified upon oath and indicating the following:

(a) a statement of occupancy and vacancy of the multiple family units during the previous year;

(b) a certification that the property has not changed use and, if applicable, that the property has been in compliance with the affordable housing requirements as described in SMC 8.15.090 since the date of the filing of the Final Certificate of Tax Exemption, and continues to be in compliance with this Agreement and the requirements of SMC Chapter 8.15; and

(c) a description of any improvements or changes to the property made after the filing of the final certificate or last declaration.

9. The parties acknowledge that the units are to be used and occupied for multifamily residential use. The parties further acknowledge that the certificate of occupancy issued by the City is for multifamily residential units. The Owner/Taxpayer acknowledges and agrees that the units shall be used primarily for residential occupancy and any business activities shall only be incidental and ancillary to the residential occupancy.

10. To qualify for the twelve-year tax exemption, the Owner/Taxpayer commits to renting or selling at least twenty percent of the multiple family housing units as affordable housing units to low and moderate-income households in addition to the other requirements set forth in the Agreement. The Owner/Taxpayer is further required to comply with the rental relocation assistance requirements set forth in RCW 84.14.020 (7) and (8).

11. If the Owner/Taxpayer converts to another use any of the multiple family residential housing units constructed under this Agreement, or if applicable, if the owner/taxpayer intends to discontinue compliance with the affordable housing requirements as described in SMC 8.15.090 or any other condition to exemption, the Owner/Taxpayer shall notify the Spokane County Assessor and the City's Business and Development Services Department within 60 days of such change in use.

12. The Owner/Taxpayer will have the right to assign its rights under this Agreement. The Owner/Taxpayer agrees to notify the City promptly of any transfer of Owner/Taxpayer's ownership interest in the Site or in the improvements made to the Site under this Agreement.

13. The City reserves the right to cancel the Final Certificate of Tax Exemption should the Owner/Taxpayer, its successors and assigns, fail to comply with any of the terms and conditions of this Agreement or of SMC Chapter 8.15.

14. No modifications of this Agreement shall be made unless mutually agreed upon by the parties in writing.

15. The Owner/Taxpayer acknowledges its awareness of the potential tax liability involved if and when the property ceases to be eligible for the incentive provided pursuant to this agreement. Such liability may include additional real property tax, penalties and interest imposed pursuant to RCW 84.14.110. The Owner/Taxpayer further acknowledges its awareness and understanding of the process implemented by the Spokane County Assessor's Office for the appraisal and assessment of property taxes. The Owner/Taxpayer agrees that the City is not responsible for the property value assessment imposed by Spokane County at any time during the exemption period.

16. In the event that any term or clause of this Agreement conflicts with applicable law, such conflict shall not affect other terms of this Agreement, which can be given effect without the conflicting term or clause, and to this end, the terms of this Agreement are declared to be severable.

17. The parties agree that this Agreement, the Final Certificate of Acceptance of Tax Exemption and the construction of the multiple family residential housing units referenced above shall be subject to the applicable provisions of Chapter 84.14 RCW and Chapter 8.15 SMC that exist at the time this agreement is signed by the parties. The parties may agree to amend this Agreement and the Final Certificate of Acceptance of Tax Exemption based upon applicable amendments and additions to Chapter 84.14 RCW as set forth in ESSSB 5287 adopted by the Washington State Legislature during the 2021 Regular Session effective July 25, 2021.

18. The Owner/Taxpayer acknowledges that RCW 84.14.020 (6) authorizes an extension of the exemption period for an additional twelve-years beyond the exemption period authorized in the Final Certificate of Tax Exemption conditioned upon compliance with the Owner renting or selling at least twenty percent of the multiple family housing units as affordable housing units for low-income households as set forth in RCW 84.14.020 (6) and providing the rental relocation assistance requirements and notice provisions set forth in RCW 84.14.020 (7) and (8). It is the Owner/Taxpayer's responsibility to make a timely request the extension as set forth in RCW 84.14.020 (6). The City shall not be responsible if the Owner/Taxpayer fails to make a timely request for the extension.

19. Nothing in this Agreement shall permit or be interpreted to permit either party to violate any provision of Chapter 84.14 RCW or Chapter 8.15 SMC

20. This Agreement is subject to approval by the City Council.

DATED this _____ day of _____, 2021.

CITY OF SPOKANE

By: _____
Mayor, Nadine Woodward

By: _____
Its: _____

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Briefing Paper

Urban Experience Committee

Division & Department:	Business and Development — Planning Services
Subject:	Short Plat Fee Amendment
Date:	September 13, 2021
Author (email & phone):	Amanda Beck; abeck@spokanecity.org ; 509-625-6414
City Council Sponsor:	CM Kinnear
Executive Sponsor:	Louis Meuler, Planning Director
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	Spokane Comprehensive Plan Chapter 6, RCW 58.17, RCW 36.70A
Strategic Initiative:	Sustainable Resources – Continuous Improvement & Innovation; Urban Experience - Housing
Deadline:	None
Outcome:	Update of 08.02.064 and 08.02.066 SMC
<u>Background and History:</u> Following the Mayor’s July 26 th proclamation identifying a housing emergency, and Resolution 2021-0062 adopting the City of Spokane Housing Action Plan, which includes City Council’s Implementation Plan as Appendix A, the City has reviewed regulations and processes concerning short plat applications (subdivisions of not more than nine lots). The proposed amendments to the Spokane Municipal Code will achieve: <ul style="list-style-type: none"> • Reduce development costs for short plat applications; • Streamline municipal procedures; and • Support the implementation strategies of the Spokane Housing Action Plan. 	
<u>Executive Summary:</u> The City-initiated amendment to SMC 08.02.064 and 08.02.066 creates reduced application fees for short plats within the City. Due to the serious nature of the housing shortage, the amendment is proposed as an emergency ordinance that would go into effect immediately.	
<u>Budget Impact:</u> Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Other budget impacts: Reduced application fees	
<u>Operations Impact:</u> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Specify changes required: New application fees applied for short plats reviewed through Developer Services Center Known challenges/barriers: None.	

ORDINANCE NO. _____

AN ORDINANCE relating to permit fees for short plats amending Spokane Municipal Code (SMC) Sections 08.02.064 and 08.02.066; and declaring an emergency.

WHEREAS, the preliminary Census 2020 population for the City of Spokane was 228,989 people, indicating a 9.6 percent population increase over the past decade; and

WHEREAS, the Housing Needs Assessment completed for the 2021 Housing Action Plan indicates several facts about the housing supply and need of Spokane. Particularly, to accommodate forecasted housing needs for the City through 2037 an estimated 6,000 additional housing units will need to be built. The Assessment also noted that home sale prices increased by 47 percent since 2010, outpacing homeowner income increases, making it increasingly difficult for Spokane residents to afford housing; and

WHEREAS, the Housing Needs Assessment found that rents for 2-bedroom apartments have increased while the vacancy rate for such units have decreased, and remained historically low during the Covid-19 pandemic, the Assessment reported that nearly two in five Spokane households spend more than 30 percent of their income on housing, and are therefore cost burdened; and

WHEREAS, on July 26, 2021 the Mayor of the City of Spokane proclaimed a housing emergency and directed the City to pursue actions to expand housing types, reduce overall development costs to increase development of affordable housing, and to streamline municipal procedures to support the development cycle; and

WHEREAS, Resolution 2021-0062 adopted the City of Spokane Housing Action Plan as a guide for future housing planning, policy development, and regulatory and programmatic implementation measures that increase housing options that are affordable and accessible for people and families of all incomes in the City; including the Implementation Plan, included as Appendix A within the Housing Action Plan, which outlines several strategies and policies to remedy the current housing crisis; and

WHEREAS, due to the development cycle the construction of new housing units will take time to address the housing emergency; and

WHEREAS, the City desires the Spokane Municipal Code to be responsive to changes in the development cycle and the Spokane housing market, including during the current Covid-19 pandemic; and

WHEREAS, this action is categorically exempt from the State Environmental Policy Act (SEPA) RCW 43.21 as stated in Washington Administrative Code (WAC) Procedural Actions 197-11-800(19)(a)(b); and

WHEREAS, it is necessary to adopt this Ordinance as an emergency ordinance to enable it to be effective immediately to assist in addressing the current housing shortage.

Now, Therefore, The City of Spokane does ordain:

Section 1. That Section 08.02.064 SMC is amended to read as follows:

Section 08.02.064 Plats

The fees for approvals under the subdivision code are:

A. Long Plat Extension, Phasing, Vacation, Final or Alteration.

1. For a one-year extension of time on a preliminary long plat approval: Five hundred fifty dollars.

~~((2. For a five year extension of time on a preliminary plat approval: Four thousand one hundred ninety dollars.))~~

~~((3.))~~ 2. For phasing of an approved preliminary plat: Five hundred fifty dollars.

~~((4.))~~ 3. For vacation of an approved plat: Four hundred ninety dollars.

~~((5.))~~ 4. For a final long plat: Two thousand twenty-five dollars plus twenty-five dollars per lot.

~~((6.))~~ 5. For alteration of an approved preliminary or final long plat: Eighty percent of the plat fee under this schedule.

B. Short Plat Extension, Phasing, Vacation, Final or Alteration.

1. For a one-year extension of time on a preliminary short plat approval: Five hundred fifty dollars.

~~((2. for a five year extension of time on a preliminary plat approval: Four thousand one hundred ninety dollars.))~~

~~((3.))~~ 2. For phasing of an approved preliminary short plat: Five hundred fifty dollars.

~~((4.))~~ 3. For vacation of an approved plat: Four hundred ninety dollars.

~~((5.))~~ 4. For a final short plat: A filing fee of one thousand eight hundred twenty dollars plus thirty dollars per lot.

~~((6.))~~ 5. For alteration of an approved preliminary or final short plat: Eighty percent of the plat fee under this schedule.

C. Binding Site Plan Extension, Final or Alteration.

1. For a one-year extension of time on a preliminary binding site plan approval: Five hundred fifty dollars.

2. For a final binding site plan: Two thousand nine hundred seventy dollars plus thirty dollars for each additional acre.

3. For alteration of an approved preliminary or final binding site plan: Eighty percent of the binding site plan fee under this schedule, plus the cost of publishing the notice of hearing in the newspaper.

D. Boundary Line Adjustment.

For a boundary line adjustment, a filing fee of three hundred fifty dollars.

E. Street Name Change.

For changing the name of an existing dedicated street: One thousand three hundred fifty-five dollars.

F. Other Matters.

1. For any other matter not listed above that requires a public hearing before the hearing examiner: One thousand eight hundred ninety-five dollars.
2. A fee of eighty-five dollars per hour may be charged to cover the cost of a particular planning staff service for the applicant that greatly exceeds the above fees or is not covered by the fees listed above. \$85 per hour for not listed above.

Section 2. That Section 08.02.066 SMC is amended to read as follows:

Section 08.02.066 Zoning

Unless an action is initiated by the city council, the fees for approvals under the zoning code are:

- A. Staff preparation of a notification district map and associated documents: One hundred fifty dollars.
- B. Type I application: One thousand eighty-five dollars. In the case of building and construction permit applications, the fee is based on Article III of this chapter.
- C. Type II application: Except as provided below for short plat applications, ((Four)) four thousand three hundred twenty-five dollars plus sixty dollars per each additional acre.
 1. Short Plat Application – Type A: A residential short plat application that creates no more than two lots, two hundred-fifty dollars. In response to the ongoing Covid-19 crisis, the Mayor has declared a temporary emergency to provide relief to residents and businesses regarding short plat applications, which shall expire December 31, 2023, to address the housing emergency.
 2. Short Plat Application – Type B: A short plat application where all new lots front on existing right-of-way and does not require installation of any new public facilities, such as sewer or water, one thousand eighty-five dollars.
 3. All other short plats not addressed above, four thousand three hundred twenty-five dollars plus sixty dollars per each additional acre. Examples include, but are not limited to, short plat applications that create new lots that do not front on existing right-of-way, create a new shared private

access, and require installation of any new public facilities, such as sewer or water.

- D. Type III application: Four thousand five hundred ninety dollars plus one hundred ten dollars per each additional acre.
- E. Site plan review and/or modification: Eight hundred fifteen dollars plus five hundred fifty dollars per each additional increment of ten acres of site or portion thereof.
- F. Optional consolidated project review: Four thousand three hundred twenty-five dollars plus two hundred fifteen dollars for each additional acre.
- G. Planned unit development bonus density or final planned unit development:
 - 1. Bonus density: Additional eight hundred eighty dollars if bonus density is sought.
 - 2. Final planned unit development: Three thousand two hundred ninety-five dollars.
- H. Any temporary use permit: Six hundred seventy-five dollars.
- I. Floodplain development permit: Nine hundred dollars plus fifty-five dollars per each additional acre.
- J. Establishment of a front yard setback that is more or less than the depth required by the zoning code: Eight hundred ten dollars.
- K. Accessory dwelling unit permit: Six hundred fifty-five dollars.
- L. Accessory dwelling unit permit (Type II): One thousand dollars.
- M. Formal written interpretation of the zoning code: Five hundred eighty dollars.
- N. Any other matter not listed above that requires a public hearing before the hearing examiner: One thousand eight hundred ninety-five dollars.
- O. A fee of eighty-five dollars per hour may be charged to cover the cost of a particular planning staff service for the applicant that greatly exceeds the above fee or is not covered by the fees listed above.
- P. Short Term Rental Permit – Type A: One hundred fifty dollars. The annual renewal for a Type A permit is one hundred dollars.
- Q. Short Term Rental Permit – Type B: Four thousand five hundred ninety dollars. The annual renewal for a Type B permit is one hundred dollars.

Section 3. Emergency Ordinance. The City Council finds that this Ordinance, passed by a majority plus one of the whole membership of the City Council as an emergency ordinance is necessary for the public health, safety and welfare and for the immediate support of City government and its existing public institutions, and shall be effective immediately upon its passage.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

Briefing Paper

Urban Experience

Division & Department:	City Council
Subject:	Volunteers of America Crosswalk Capital Campaign Resolution
Date:	9/13/21
Contact (email & phone):	Melissa Morrison mmorrison@spokanecity.org
City Council Sponsor:	Council Member Wilkerson
Executive Sponsor:	
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	Comprehensive Plan Housing Action Plan Spokane City/COC 5 year plan to Prevent and End Homelessness
Strategic Initiative:	Safe and Healthy Urban Experience
Deadline:	Filed for consideration on 9/13/21
Outcome: (deliverables, delivery duties, milestones to meet)	Increasing shelter bed capacity for youth experiencing homelessness. Program will provide wrap around services and assistance with education opportunities.
<p>Background/History: Volunteers of America operates the Crosswalk Youth Shelter. VOA will build a new Crosswalk shelter outside of the downtown core to better serve the needs of youth.</p> <p>VOA has multiple sources of funding for this project. VOA has applied for \$4 million from the Housing Trust Fund, and the Housing Trust Fund funding requires local government funding of \$2 million.</p>	
<p>Executive Summary: Spokane City Council states the City's intent to commit \$1 million to help VOA's Crosswalk Capital Campaign close the funding gap</p>	
<p>Budget Impact: TOTAL COST: Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p>Operations Impact: Consistent with current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Specify changes required: Known challenges/barriers:</p>	

RESOLUTION NO. 2021-_____

A Resolution stating the City Council's intent to commit funds to the Volunteers of America Crosswalk Capital Campaign to fund the construction of a new licensed emergency shelter for homeless youth.

WHEREAS, Spokane became the first community in Washington State to have a measurable reduction in active homelessness for any population and third in the nation to achieve this milestone for youth and young adults; and

WHEREAS, Spokane has sustained a reduction in the number of young people actively experiencing homelessness across the community, has reduced the number of young people experiencing unsheltered homelessness, and has increased the housing placement rate for young people across the system; and

WHEREAS, youth and young adult shelters played a major role in reducing the numbers of young adults sleeping unsheltered each night; and

WHEREAS, the trauma of homelessness, even if experienced short-term, can have a major effect on a youth's future development, and children who have experienced homelessness have significantly higher rates of emotional, behavioral, and immediate and long-term health problems over their lifetimes; and

WHEREAS, to meet all the physical, developmental, and social needs of youth experiencing homelessness, we must ensure access to safe shelter and emergency services; and

WHEREAS, the City of Spokane is recognized as a member of the Anchor Community Initiative (ACI), within which the City has committed to the goal of functional zero youth and young adult homelessness by the end of 2022, and the VOA young adult shelter has been a key partner in reaching that goal by providing shelter and case management for youth experiencing homelessness; and

WHEREAS, young people of color and those who identify as LGBTQ+ experience homelessness at higher rates and for longer times and return to homelessness at higher rates than their white, straight, cisgender peers; and

WHEREAS, Volunteers of America ("VOA") currently operates Crosswalk Youth Shelter, a licensed emergency shelter which provides services for homeless youth; and

WHEREAS, professional case managers, teachers, health care workers, and chemical dependency counselors work with Crosswalk youth with the primary goal of ending their homelessness and connecting them to stabilizing and supportive services; and

WHEREAS, Crosswalk is currently located in the downtown core of the City of Spokane and due to predatory risk factors, youth are no longer safe in this area; and

WHEREAS, VOA has purchased land near Spokane Community College to build an expanded service model that includes the original shelter and wrap-around services; and

WHEREAS, the expanded services will include college-style dorms for youth aged 16-20 who are engaged in Spokane Community College's career readiness degree programs and Running Start programs as an additional way to help youth get out of homelessness and onto a stable path; and

WHEREAS, VOA is committed to preventing adult homelessness by creating career pathways to livable wage jobs for youth and young adults receiving services at Crosswalk Shelter; and

WHEREAS, Crosswalk Shelter's project budget is \$15 million, with \$7.4 million committed from the state legislature, private donations and an allocation from the Building Communities Fund; and

WHEREAS, VOA has applied to Housing Trust Fund for \$4 million in funding for the Crosswalk Shelter, which requires a funding commitment from local government; and

WHEREAS, there still remains local government funding gap of \$2 million for this project.

NOW, THEREFORE, BE IT RESOLVED that the City Council finds that safe shelter and accompanying services for youth experiencing homelessness are fundamental public safety infrastructure, which must be funded and operated in our community

BE IT ALSO RESOLVED that the Spokane City Council states the City's intent to commit \$1 million to help VOA's Crosswalk Capital Campaign close the funding gap.

BE IT FINALLY RESOLVED that the appropriate officials of the City are authorized to implement the provisions of this resolution.

Passed by the City Council this ____ day of _____, 2021.

City Clerk

Approved as to form:

Assistant City Attorney

Briefing Paper

Urban Experience

Division & Department:	City Council
Subject:	Resolution Welcoming Refugees from the War in Afghanistan
Date:	9/13/21
Contact (email & phone):	Alex Gibilisco – agibilisco@spokanecity.org
City Council Sponsor:	CP Beggs
Executive Sponsor:	
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	
Strategic Initiative:	
Deadline:	Has been filed for consideration on 9/13 in coordination with Welcoming Week, which is held 9/10-9/19
Outcome: (deliverables, delivery duties, milestones to meet)	
<u>Background/History:</u>	
<p>With the end of the War in Afghanistan on August 30, 2021, Afghan refugees, many of whom aided the United States during the war, are seeking a safe home.</p>	
<u>Executive Summary:</u>	
<p>This resolution declares that Spokane is a welcome community for the resettlement of refugees from Afghanistan and reinstates the City's commitment to the International Charter for Compassionate Communities.</p>	
<u>Budget Impact:</u>	
TOTAL COST: N/A	
Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
If new, specify funding source:	
Other budget impacts: (revenue generating, match requirements, etc.)	
<u>Operations Impact:</u>	
Consistent with current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Requires change in current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Specify changes required:	
Known challenges/barriers:	

RESOLUTION NO. 2021-_____

A Resolution welcoming refugees from the War in Afghanistan and restating the City of Spokane's commitment to being a Compassionate Community.

WHEREAS, on September 11, 2001, the United States suffered four coordinated attacks conducted by 19 members of the terrorist group Al-Qaeda, precipitating a coalition military invasion and occupation of Afghanistan that would last nearly 20 years; and

WHEREAS, military missions in Afghanistan were overseen by four presidential administrations and multiple shifts in the majority party of both chambers of Congress before the final withdrawal of U.S. and coalition military forces, making the Afghanistan conflict and its aftermath the responsibility of our total political system; and

WHEREAS, the United States began withdrawing its military forces from Afghanistan on May 1, 2021, and completed withdrawal on August 30, 2021; and

WHEREAS, thousands of Afghan partners aided the U.S. military and diplomatic efforts and saved American lives as translators, drivers, contractors, and allies in the region; and

WHEREAS, Afghan citizens who supported American and allied forces, along with their families, have been targeted for execution by the Taliban for their support of the U.S. and coalition missions; and

WHEREAS, the City of Spokane recognizes the historic impact of the War in Afghanistan on our nation's Armed Forces, and recognizes that the sons and daughters who left Spokane to serve in Afghanistan were aided and comforted by the very Afghan people who were guaranteed the salvation of immigration to the United States in exchange for their service alongside our service members; and

WHEREAS, it is important that those Afghans who aided the United States and our allies are protected and provided safe harbor; and

WHEREAS, so far, at least 100 families from Afghanistan have been resettled in the Spokane area over the past several years, and 300 more individuals are expected to be resettled here in the coming months; and

WHEREAS, on February 8, 2016, the City Council passed Resolution 2016-0014, formally adopting the International Charter for Compassionate Communities.

NOW, THEREFORE, BE IT RESOLVED that the Spokane City Council declares to the United States Federal Government that Spokane is a welcome community for the resettlement of refugees of the War in Afghanistan.

BE IT ALSO RESOLVED that the City of Spokane renews its commitment to being a Compassionate Community and a welcoming place for all who make it their home.

Passed by the City Council this ____ day of _____, 2021.

City Clerk

Approved as to form:

Assistant City Attorney

Briefing Paper

Urban Experience

Division & Department:	City Council
Subject:	Rapid Capital Housing Acquisition RFP Resolution
Date:	9/13/21
Contact (email & phone):	Melissa Morrison mmorrison@spokanecity.org
City Council Sponsor:	Council Member Wilkerson
Executive Sponsor:	
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	Comprehensive Plan Housing Action Plan Spokane City/COC 5 year plan to Prevent and End Homelessness
Strategic Initiative:	Safe and Healthy Urban Experience
Deadline:	Filed for consideration on 9/13/21
Outcome: (deliverables, delivery duties, milestones to meet)	Increasing number of affordable housing and shelter units

Background/History: Communities have been looking to the rapid conversion of hotel and motels to shelters or transitional and permanent housing.

In July 2021, Washington State Department of Commerce released a NOFA to solicit applicants to apply for funding for hotel/motel rapid conversion projects.

Executive Summary:

- Washington Department of Commerce issued a Notice of Funds Availability for a Rapid Capital Housing Acquisition ("RCHA") grant
- the RCHA grant provides funds for the acquisition or rental of real property for rapid conversion into:
 - enhanced emergency shelters
 - permanent supportive housing
 - transitional housing
 - permanent housing
 - youth housing
 - drop-in centers
 - shelters
- RCHA grant requires both local matching funds and a three-year operating support contract
- **Spokane City Council commits that the City of Spokane will fund up to \$1,000,000 per year for three years and any required match for a successful recipient of Department of Commerce Rapid Capital Housing Acquisition funding**

Budget Impact:

TOTAL COST:

Approved in current year budget? ☐ Yes ☐ No ☒ N/A

Annual/Reoccurring expenditure? ☐ Yes ☐ No ☒ N/A

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy? ☐ Yes ☐ No ☒ N/A

Requires change in current operations/policy? ☐ Yes ☐ No ☒ N/A

Specify changes required:
Known challenges/barriers:

RESOLUTION NO. 2021-_____

A Resolution stating the City Council's intent to commit funds through a prompt request for proposal (RFP) process for the rapid acquisition or rental of real property for use as stable shelter or housing opportunities for extremely low-income people, as well as individuals, families, unaccompanied youth, and young people experiencing homelessness.

WHEREAS, on July 26, 2021, Mayor Woodward proclaimed a housing emergency, identifying a lack of housing diversity and affordable housing options; and

WHEREAS, housing instability has been shown to drive a wide range of social and economic ills, such as increased crime and recidivism; lower educational attainment; poorer physical, mental, and social health outcomes; reduced social capital; and greater susceptibility to transmissible diseases, such as COVID-19; and

WHEREAS, the City of Spokane has adopted a Housing Action Plan which identifies four priorities:

- Increase housing supply, options, and affordability for people at all income levels;
- Preserve housing affordability and quality to help people thrive where they live;
- Enhance equitable access to housing and homeownership;
- Leverage and grow partnerships to supporting housing initiatives across the region; and

WHEREAS, the Housing chapter of the City's Comprehensive Plan states that the City will "[s]upport and assist the public and private sectors to develop lower-income or subsidized housing for households that cannot compete in the market for housing by using federal, state, and local aid" (Policy H 1.10); and

WHEREAS, the City of Spokane's Comprehensive Plan Housing Element adopts a vision and values for housing in Spokane, and twenty-nine policies that fall under one of the two adopted goals:

- Provide opportunities for a variety of housing types that is safe and affordable for all income levels to meet the diverse housing needs of future and current residents; and
- Improve the overall quality of Spokane's housing; and

WHEREAS, affordable housing stakeholders have identified potential opportunities for rapid acquisition of property for stable housing or shelter opportunities for vulnerable populations; and

WHEREAS, the Washington Department of Commerce ("Commerce"), through the Washington Housing Trust Fund, recently issued a Notice of Funds Availability for a Rapid Capital Housing Acquisition ("RCHA") grant; and

WHEREAS, the RCHA grant provides funds for the acquisition or rental of real property for rapid conversion into enhanced emergency shelters, permanent supportive housing, transitional housing, permanent housing, youth housing, drop-in centers, or shelters for extremely low-income people, as well as individuals, families, unaccompanied youth, and young people experiencing homelessness; and

WHEREAS, the RCHA grant requires both local matching funds and a three-year operating support contract.

NOW, THEREFORE, BE IT RESOLVED that the City of Spokane should within 20 days of the adoption of this resolution begin the process of issuing a request for proposals (RFP) for applicants seeking rapid acquisition funding.

BE IT ALSO RESOLVED that the Spokane City Council commits that the City of Spokane will fund up to \$1,000,000 per year for three years for operating expenses, plus the required capital match for the successful recipient of Department of Commerce Rapid Capital Housing Acquisition funding, as selected via the RFP process, for the acquisition or rental real property for rapid conversion into enhanced emergency shelters, permanent supportive housing, transitional housing, permanent housing, youth housing, drop-in shelters or basic shelters for extremely low-income people, as well as individuals, families, unaccompanied youth, and young people experiencing homelessness.

Passed by the City Council this ____ day of _____, 2021.

City Clerk

Approved as to form:

Assistant City Attorney

Briefing Paper

Urban Experience Committee

Division & Department:	Public Works, 4100 Water & Hydroelectric Services
Subject:	McGard Fire Hydrant Locks & Operating Wrenches – Value Blanket
Date:	13 September 2021
Author (email & phone):	Loren Searl, lsearl@spokanecity.org , 625-7851
City Council Sponsor:	
Executive Sponsor:	Marlene Feist, Director – Public Works
Committee(s) Impacted:	PIES
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	Funding for these purchases is available in the Water & Hydroelectric Services' department budget.
Strategic Initiative:	Innovative Infrastructure, Safe & Healthy
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	This value blanket will support the department's construction and maintenance season by facilitating the competitive purchase of these products on an as-needed basis.
<p><u>Background/History:</u> <i>The Water Department determined after the Hillyard HydroSeed incident that a program must be implemented to provide security to the City's fire hydrants to limit access to our water system. This will also assist with our water conservation program and stop illegal use of our fire hydrants. This security program will entail installation of a lock on the operating nut of each individual fire hydrant. The locking system we have chosen has the added benefit of also requiring a specialized wrench for operation of the fire hydrant.</i></p> <p><i>Bid #5467-21 was issued to 65 contacts via the City's electronic bidding portal on August 11, 2021 for McGard Fire Hydrant Locks & Operating Wrenches – Value Blanket. Three bids were received by the closing deadline on August 30, 2021. Award is recommended to McGard, LLC (Orchard Park, NY) as the low responsive, responsible bidder.</i></p> <p><i>This value blanket will be valid for an initial three-year term with renewal options not to exceed a total term of five years. Annual spend is estimated at \$750,000.00 including tax; total compensation shall be based on the unit prices accepted and the volume purchased by the City.</i></p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> <i>Award recommended to McGard, LLC (Orchard Park, NY) as low responsive, responsible bidder</i> <i>Three-year value blanket with renewal options not to exceed a total term of five years</i> <i>Annual spend estimated at \$750,000.00 including tax</i> 	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If new, specify funding source: Water Warehouse Inventory Budget</p> <p>Other budget impacts: None</p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Specify changes required: None</p> <p>Known challenges/barriers: None</p>	



CITY OF SPOKANE - WATER & HYDROELECTRIC SERVICES

914 E. North Foothills Drive
 Spokane, Washington 99207
 PHONE: 509.625.7800

BID TABULATION

Bid Number	5467-21		
Description	McGard Fire Hydrant Locks & Operating Wrenches - Value Blanket		
	Consolidated Supply Co.	Core & Main	McGard, LLC
McGard Hydrant Lock Assembly - Engraved Left Open, Qty. 1250	\$ 469,512.50	\$ 568,750.00	\$ 258,875.00
McGard Hydrant Lock Assembly - Engraved Right Open, Qty. 1250	\$ 469,512.50	\$ 568,750.00	\$ 258,875.00
McGard Hydrant Wrench, Qty. 125	\$ 16,990.00	\$ 18,750.00	\$ 10,312.50
McGard Hydrant Lock Assembly Key, Qty. 1	\$ 53.36	\$ 38.00	\$ 26.75
Subtotal	\$ 956,068.36	\$ 1,156,288.00	\$ 528,089.25
Sales Tax (9%)	\$ 86,046.15	\$ 104,065.92	\$ 47,528.03
Bid Total	\$ 1,042,114.51	\$ 1,260,353.92	\$ 575,617.28

PLEASE NOTE THIS TABULATION IS NOT AN INDICATION OF AWARD RECOMMENDATION.
 CRITERIA, IN ADDITION TO PRICE, ARE EVALUATED TO DETERMINE RESPONSIVE BID MEETING SPECIFICATIONS.

Briefing Paper

Urban Design/Experience Committee

Division & Department:	Finance, Fleet Services
Subject:	Purchase of F550 Diesel
Date:	September 13, 2021
Author (email & phone):	Micaela Martinez mmartinez@spokanecity.org 625-7823
City Council Sponsor:	Karen Stratton
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Urban Design/Experience Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan
Strategic Initiative:	Innovative Infrastructure: Maintaining our fleet of support equipment
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	

Background/History:

The Code Enforcement Department would like to purchase an F550 4x4 Diesel using WA State Contract 05916 from Bud Clary Ford Hyundai in Longview, WA. The total purchase price is \$54,907.85, including tax. The F550 will have a dump body put on. We are purchasing this vehicle as a diesel in anticipation that renewable diesel will be available in the near future.

Executive Summary:

Impact

- The F550 4x4 Diesel will replace a unit that has reached the end of its economic life.

Action

- We recommend approval for the purchase of an F550 4x4 Diesel for the Code Enforcement Department.

Funding

- Funding for this is included in the Code Enforcement Department budget.

TCO

Year	Make	Model	Spec (Plus Upfit)	Purchase	Residual Value	Maint Cost	MPG (MPGe)	Fuel Cost	TCO/Lifetime	Mileage	TCO/Mile
2022	Ford	F550	XCab/Chassis Diesel 4x4	\$48,652	\$9,730	\$54,600	12	\$35,000	\$128,522	120,000	\$1.07
2022	Chevy	Silverado 5500	XCab/Chassis Diesel 4x4	\$49,400	\$9,880	\$54,600	12	\$35,000	\$129,120	120,000	\$1.08

Budget Impact:

Approved in current year budget? ☒ Yes ☐ No

Annual/Reoccurring expenditure? ☐ Yes ☒ No

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No

Requires change in current operations/policy? ☐ Yes ☒ No

Specify changes required:

Known challenges/barriers:

Briefing Paper

Urban Design/Experience Committee

Division & Department:	Finance, Fleet Services
Subject:	Purchase of F250 Diesel
Date:	September 13, 2021
Author (email & phone):	Micaela Martinez mmartinez@spokanecity.org 625-7823
City Council Sponsor:	Karen Stratton
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Urban Design/Experience Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan
Strategic Initiative:	Innovative Infrastructure: Maintaining our fleet of support equipment
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	

Background/History:

The Water Department would like to purchase an F250 4x4 Diesel using WA State Contract 05916 from Bud Clary Ford Hyundai in Longview, WA. The total purchase price is \$45,970.27, including tax. The F250 will have a utility box put on instead of truck bed. We are purchased this vehicle as a diesel in anticipation that renewable diesel will be available in the near future.

Executive Summary:

Impact

- The F250 4x4 Diesel will replace a unit that has reached the end of its economic life.

Action

- We recommend approval for the purchase of an F250 4x4 Diesel for the Water Department.

Funding

- Funding for this is included in the Water Department budget.

TCO

Unit	Year	Make	Model	Spec	Purchase	Residual Value	Maint Cost	MPG (MPGe)	Fuel Cost	TCO/Lifetime	Mileage	TCO/Mile	Est. Lease
TBD	2022	Ford	F250	Cab/Chassis -Diesel (Plus Upfit)	\$45,970	\$9,194	\$54,600	14	\$25,000	\$116,376	100,000	\$1.16	
	2022	Chevrolet	Silverado 2500	Cab/Chassis -Diesel (Plus Upfit)	\$44,757	\$8,951	\$54,600	14	\$25,000	\$115,406	100,000	\$1.15	

Budget Impact:

Approved in current year budget? ☒ Yes ☐ No

Annual/Reoccurring expenditure? ☐ Yes ☒ No

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No

Requires change in current operations/policy? ☐ Yes ☒ No

Specify changes required:

Known challenges/barriers:

Briefing Paper

Urban Design/Experience Committee

Division & Department:	Finance, Fleet Services
Subject:	Purchase of Utility Body
Date:	September 13, 2021
Author (email & phone):	Micaela Martinez mmartinez@spokanecity.org 625-7823
City Council Sponsor:	Karen Stratton
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Urban Design/Experience Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan
Strategic Initiative:	Innovative Infrastructure: Maintaining our fleet of support equipment
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	
Background/History: The Water Department would like to purchase a Utility Body for an F250 4x4 Diesel using RFB 4401-17 from Freightliner Northwest, Spokane, WA. The total purchase price is \$31,392, including tax.	
Executive Summary: <u>Impact</u> <ul style="list-style-type: none"> The Utility Box will go on a new F250 4x4 Diesel, which will replace a unit that has reached the end of its economic life. <u>Action</u> <ul style="list-style-type: none"> We recommend approval for the purchase of a utility box for the Water Department. <u>Funding</u> <ul style="list-style-type: none"> Funding for this is included in the Water Department budget. 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Briefing Paper

Urban Design/Experience Committee

Division & Department:	Finance, Fleet Services
Subject:	Purchase of Dump Body
Date:	September 13, 2021
Author (email & phone):	Micaela Martinez mmartinez@spokanecity.org 625-7823
City Council Sponsor:	Karen Stratton
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Urban Design/Experience Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan
Strategic Initiative:	Innovative Infrastructure: Maintaining our fleet of support equipment
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	
Background/History: The Code Enforcement Department would like to purchase a Dump Body from Freightliner Northwest, Spokane, WA, for an F550 4x4 Diesel. Purchase would be made using RFB4401-17. The total purchase price is \$36,862.65, including tax.	
Executive Summary: Impact <ul style="list-style-type: none"> The dump body will go on a new F550 that is replacing a unit that has reached the end of its economic life. Action <ul style="list-style-type: none"> We recommend approval for the purchase of a dump body for an F550 4x4 Diesel for the Code Enforcement Department. Funding <ul style="list-style-type: none"> Funding for this is included in the Code Enforcement Department budget. 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

SBO Briefing Paper

Urban Design/Experience Committee

Division & Department:	Innovation and Technology Services Division
Subject:	SBO for a full-time System Administrator II – Information Security
Date:	September 13, 2021
Author (email & phone):	Michael Sloon, msloon@spokanecity.org , 625-6468
City Council Sponsor:	C.M. Kinnear
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	Urban Design/Experience Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	ITSD/Information Security 2021 budget (utilizing project employee funding) 5300-73150-18880-08500
Strategic Initiative:	Sustainable Resources and Innovative Infrastructure: Information Security is a core strategic service whose objective is to secure the digital assets of the city and reduce the risks associated with the stewardship of managing and protecting the city's data.
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Approve SBO to add this position to the Information Security department of ITSD
Background/History: <p>The City of Spokane has multiple compliance requirements: HIPAA, PCI-DSS and CJIS which all require the city to implement and maintain a cybersecurity program that includes policy and procedures, risk management, continuous monitoring and operational security measures. The efforts needed to maintain and improve protections of our Information Technology (IT) system and secure the data contained in these systems requires staffing. The 2021 SAO cybersecurity audit identified that dedicated resources for our Information Security department are needed.</p> <p>Much of the labor resource over the past 2 1/2 year has been performed by Temp/Seasonal and Project employee staff. Retaining qualified Infosec Temp-Seasonal staff in these positions have been limited due to the Project and Temp/Seasonal requirements, and the availability of qualified candidates willing to work as a temp-seasonal employee remains very difficult to recruit. Dedicated full-time staff are needed to address the increasing cybersecurity challenges and provide consistency of info-sec expertise and city business challenges and growth.</p>	
Executive Summary: <p>Seeking approval for a full-time System Administrator II - Information Security Analyst position to support the ongoing and increasing information security requirements and needs of the city.</p> <ul style="list-style-type: none"> Position funded with 2021 Project Employee funds. 2021 budget amount of \$21,411. SAO Audit recommends additional staff for Information Security. Nationwide/worldwide increase of cyber security compromises are increasing the city's risk of being a victim of a malicious and potentially costly data compromise. 	

Budget Impact:

Approved in current year budget? ☒ Yes ☐ No

Annual/Reoccurring expenditure? ☒ Yes ☐ No

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No

Requires change in current operations/policy? ☐ Yes ☒ No

Specify changes required:

Known challenges/barriers:

ORDINANCE NO _____

An ordinance amending Ordinance No. C-35971, passed by the City Council December 14, 2020, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2021 budget Ordinance No. C-35971, as above entitled, and which passed the City Council December 14, 2020, it is necessary to make changes in the appropriations of the Information Technology Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the Management Information Services Fund, and the budget annexed thereto with reference to the Management Information Services Fund, the following changes be made:

- (1) Decrease the appropriation for Project Employee by \$21,411.
- (2) Add one Systems Administrator II position in the Innovation and Technology Services Department. This action increases the number of Systems Administrator IIs from zero to one.
- (A) Increase the appropriation for the Systems Administrator II position by \$21,411. The appropriation provides budget authority for salary and benefits through the rest of the current fiscal year.
- (3) There is no change to the appropriation level in the Management Information Services Fund.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to hire a Systems Administrator II – Information Security (1.0 FTE) to secure the digital assets of the city and reduce the risks associated with the stewardship of managing and protecting the city's data, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed the City Council _____

Council President

Attest: _____
City Clerk

Approved as to form: _____
Assistant City Attorney

Mayor

Date

Effective Date

Briefing Paper

Urban Experience Committee

Division & Department:	Neighborhood, Housing, and Human Services Division – Community, Housing, and Human Services Department
Subject:	Amendment for Kaiser Permanente National Benefit Fund at the East Bay Community Foundation award for COVID-19 Prevention and Response among homeless populations
Date:	August 31, 2021
Author (email & phone):	Margaret Hinson (mhinson@spokanecity.org / 509-867-8539)
City Council Sponsor:	Council Member Stratton
Executive Sponsor:	Kirstin Davis
Committee(s) Impacted:	Public Safety & Community Health Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	2020-2025 Strategic Plan to End Homelessness; Greater Spokane Comprehensive Emergency Management Plan
Strategic Initiative:	Safe & Healthy / Reduce Homelessness
Deadline:	Funds expire October 15, 2021
Outcome: (deliverables, delivery duties, milestones to meet)	CHHS is requesting permission to add \$16,459.34 of the Kaiser Permanente funds to Family Promise's contract to support families overflow hoteling project required to meet COVID-19 safety protocols.
Background/History: In July 2020, CHHS was invited to apply for a national Kaiser Permanente grant to prevent and manage COVID-19 among populations experiencing homelessness. Eligibility for the grant funding was limited to organizations and Continuums of Care that participate in the Built for Zero program on an invitational basis. The grant period is October 15 th , 2020-October 15 th , 2021.	
Executive Summary: <ul style="list-style-type: none"> The intention of the grant is to provide flexible, responsive funds to prevent and manage COVID-19 among people experiencing homelessness. These funds will continue to be used to support the Family Promise families overflow hoteling project needed to meet COVID safety protocol. Additional funds were left unspent by the previous grantee. This amendment would add them to the current contract to meet spend down requirements. With this amendment, the contract total will be \$96,459.34 (\$80,000 in original agreement and \$16,459.34 in this amendment). 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: N/A Other budget impacts: None	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: None Known challenges/barriers: None	



City of Spokane

AGREEMENT AMENDMENT A

Title: Emergency Hoteling for Families Program

This Agreement Amendment is made and entered into by and between the **City of Spokane** as (“City”), a Washington municipal corporation, and **Family Promise of Spokane**, whose address is 904 East Hartson Avenue, Spokane, Washington 99202 as (“GRANTEE”).

WHEREAS, the parties entered into an Agreement wherein the GRANTEE agreed to administer for the City the Emergency Hoteling for Families Program; and

WHEREAS, additional funds are necessary to complete the Project, thus the original Agreement needs to formally Amended by this written document; and

WHEREAS, additional funding has been made available under the Kaiser Permanente National Community Benefit Fund, Grantor Award # 20210710, Total Federal Award \$150,000.00, and issued on October 15, 2020; and

WHEREAS, the parties desire to modify the corresponding budget and to supplant the original Agreement billing form Attachment referenced as part of the original Agreement documents; and

-- NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.

The original Agreement, dated May 3, 2021, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.

This Agreement Extension shall become effective on August 5, 2021.

3. AMENDMENT.

SECTION NO. 3 – BUDGET. The total amount City shall pay GRANTEE is increased by **SIXTEEN THOUSAND FOUR HUNDRED FIFTY-NINE AND 34/100 DOLLARS (\$16,459.34)** for everything furnished and done under this Amendment which equates to a new total Agreement amount not to exceed **NINETY-SIX THOUSAND FOUR HUNDRED FIFTY-NINE AND 34/100 DOLLARS (\$96,459.34)** for everything furnished and done under the original Agreement and this Amendment. This is the maximum amount to be paid under this Amendment and original Agreement, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Agreement and this Amendment document. The original Agreement BUDGET chart is modified as follows (this budget chart entirely replaces the budget chart portrayed in SECTION NO. 3 {page 3} of the original Agreement):

<u>Category</u>	<u>Amount</u>
Operations	\$87,690.34
Administration	\$8,769.00
TOTAL	\$96,459.34

4. AMENDMENT.

SECTION NO. 7 (H) 2 – PAYMENT PROCEDURES. The original Agreement is amended as follows:

The CITY shall reimburse the GRANTEE only for actual incurred costs upon presentation of accurate and complete reimbursement forms as provided by the CITY in ~~Attachment B~~ Attachment 2 and approved by the CITY. Only those allowable costs directly related to this Agreement shall be paid. The amount of each request must be limited to the amount needed for payment of eligible costs.

Requests for reimbursement by GRANTEE shall be submitted no more than once per month on or before the 15th of each month for the previous month's expenditures as directed below, using the forms provided by the CITY in ~~Attachment B~~ Attachment 2. For expenses incurred during the month of December, the reimbursement request shall be submitted on or before the 10th of January, and for expenses incurred during the month of June, the reimbursement request shall be submitted on or before the 10th of July. In conjunction with each reimbursement request, GRANTEE shall certify that services to be performed under this Agreement do not duplicate any services to be charged against any other grant, subgrant or other founding source. **GRANTEE shall submit reimbursement requests to the CITY's Contract Representative designated on the FACE SHEET of this Agreement either by mail to the address listed above or by e-mail to chhsreports@spokanecity.org.**

a. Reimbursement Requests:

The GRANTEE shall submit comprehensive invoice packets for the first and last months of the period of performance as identified on the FACE SHEET of this Agreement. Comprehensive invoices must include the billing form, sub-reports, general ledger, and complete supporting documentation. The CITY may request a comprehensive invoice in lieu of a monthly invoice for monitoring purposes throughout the period of performance of this Agreement.

With the exception of the invoices for the first and last months of the project, the GRANTEE shall submit monthly invoices that include the billing form, appropriate sub-reports (e.g. payee expense detail, staff expense detail, housing assistance detail report, program income), and the general ledger report for the applicable month. The GRANTEE shall maintain appropriate supporting documentation, including copies of receipts, time and effort tracking, and proof of payment.

b. Payment:

Payment will be made via direct deposit/ACH within thirty (30) days after receipt of the GRANTEE's application except as provided by state law. If the CITY objects to all or any portion of the invoice, it shall notify the GRANTEE and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

In the event that the CITY or HUD determines that any funds were expended by the GRANTEE for unauthorized or ineligible purposes or the expenditures constitute disallowed costs in any other way, the CITY or HUD may order repayment of the same. The GRANTEE shall remit the disallowed amount to the CITY within thirty (30) days of written notice of the disallowance.

- i. The GRANTEE agrees that funds determined by the CITY to be surplus upon completion of the Agreement will be subject to cancellation by the CITY.
- ii. The CITY shall be relieved of any obligation for payments if funds allocated to the CITY cease to be available for any cause other than misfeasance of the CITY itself.
- iii. The CITY reserves the right to withhold payments pending timely delivery of program reports or documents as may be required under this Agreement.

FAMILY PROMISE OF SPOKANE

By _____
Signature Date

Type or Print Name

CITY OF SPOKANE

By _____
Signature Date

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Attachments that are part of this Agreement:

Attachment 1 – Debarment Certification

Attachment 2 – REVISED Grantee Billing Form

ATTACHMENT 1

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
 - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. I understand that a false statement of this certification may be grounds for termination of the contract.

Family Promise of Spokane Name of Subrecipient / Contractor / Consultant (Type or Print)	Emergency Hoteling for Families Program Title (Type or Print)
 Name of Certifying Official (Type or Print)	 Signature
 Title of Certifying Official (Type or Print)	 Date (Type or Print)

Information & Instructions for Completing Grantee Billing Form & Itemized Expense Reports

A reimbursement request, otherwise known as a bill or invoice, consists of a Grantee Billing Form, Payee Expense Report, Staff Expense Report and detailed documentation of the expenses. The billing form includes the approved budget categories and amounts during the active performance period of the Agreement. The Payee Expense Report and Staff Expense Report should be completed to detail each itemized expense being requested on the billing form in the Current Expense Request in Column B in aggregate value for each Approved Budget Category for the current expense period.

You should bill monthly for expenditures. If there have been no expenditures paid for the previous month, an invoice is not required. Please submit a final reimbursement request with all required documentation by the identified date in your Agreement. A final program report will be required to be submitted as well. You will not be paid until all documentation and final reports are received. HMIS Data **MUST** be electronically posted in the HMIS database before invoices will be paid.

Complete the Staff Expense Report for each employee you are requesting reimbursement of salary and fringe benefits based on the allowed activity and amount of actual time spent performing that activity. Record the employee Name, allowed Activity being funded, the Expense Category of the approved budget applicable to the activity, Total Hours Worked, Hours Worked on Listed Activity, and Total Salary & Fringe paid during the Expense Period. If you are claiming indirect costs, indicate whether or not each expense is included in your indirect cost base. Total Salary and Fringe should be reflected as the monthly amount. If your grant supports more than one project, complete the Project Name column to clearly associate each expense with a single project.

Complete the Payee Expense Report for the project expenses that are not staff salary/benefits or housing assistance. Record the Payee (who you paid), Expense Category (Rapid Re-Housing, Emergency Shelter or Administration), Expenditure Type (Rent, Housing Stabilization, Program Operations, etc.), Total Bill (total amount of expense). If you are claiming indirect costs, indicate whether or not each expense is included in your indirect cost base. If your grant supports more than one project, complete the Project Name column to clearly associate each expense with a single project.

Complete the Housing Assistance Detail Report for each housing assistance expense (rental application fees, rental assistance, security deposits, etc.) you are claiming reimbursement for. Record the HMIS client ID number, housing assistance expense type (application fee, security deposit, rent assistance, etc.) unit/FMR info if known, client lease information if known, and reimbursement information. If your grant is providing housing assistance through two or more projects, complete a Housing Assistance Detail Report for each one. If needed, complete the Housing Assistance Adjustment Report to explain changes to previously reported housing assistance expenses charged to the grant including Adjustment Reason.

Complete the Match Report for any project requiring a match contribution in accordance with the Agreement. Record the expense, match type, and cost information and submit it in conjunction with the reimbursement request on the schedule as listed in the Agreement. Do not submit the Match Report if you are not claiming match.

Complete the Program Income Report for any program income earned by the project. Record the expense information, amount, and any notes in the report and submit it in conjunction with the reimbursement request. Do not submit the Program Income Report if the project did not earn program income.

The billing form and itemized expense reports MUST be signed in ink. The formulas should not be changed or adjusted in the form(s).

Completing the Grantee Billing Form:

☐ Name and address of your organization requesting reimbursement.

☐ Expense Period (should bill as monthly expenses, January, February, etc.)

☐ Enter total amount of Monthly Actual in Column B to represent the amount requested for reimbursement for the current period in the line item category of the approved budget (i.e. - Rapid Re-Housing, Emergency Shelter and Administration) and should reflect the total of itemized expenses on the Payee Expense and Staff Expense Reports. The Payee Expense and Staff Expense Reports must be completed and submitted with the billing form. You may not transfer funds between approved categories without written preapproval from the City.

☐ Enter Total Previously Requested in Column C, as applicable to each line item in the approved category of the budget. The

☐ Ensure all back up documentation is included for payment processing if you are using any type of the allocation for direct or

☐ Sign in ink, provide title, date, email address and telephone number before sending for approval and payment processing to City of Spokane Community, Housing, and Human Services Department.

Documentation Required for Billing Forms:

All requests for reimbursement must be supported by documentation necessary to show that the costs charged to the grant funds were incurred during the active performance period of the Agreement, were actually paid out, were allowable items and have been approved by the responsible official within the organization. For example:

Salary and Fringe – receipts, payroll reports, timesheets signed by the employee and the immediate supervisor, letters of employment that include rate of pay, benefits and employee withholdings. For staff directly charged to a grant funded program or project time and attendance records should be included as well. Other sources of documentation might include, canceled checks from employees, insurance provider, etc. or evidence of direct deposits which document outlay of expenses. **100% of the time daily must be recorded for all hours worked by activity performed. This is required for all federally funded grant positions.**

Rent/Utilities – proof of payment to vendor, rental or lease agreement, utility bills. If the cost of the space or utilities is split between grant funded and other sources, there must be a reasonable method in place to allocate the charges fairly among the sources and the method provided.


Supplies and Materials (all Goods) – proof of payment to vendor, purchase orders, requisition forms, receipts, and invoices from vendors. It's also helpful to keep information regarding where the supplies are stored and for what program or project are they being used in the organizations' internal file.

Equipment – proof of payment to vendor, purchase orders, requisition forms, receipts, and invoices from vendors. Packing slips are only proof of delivery and do not act as an invoice from the vendor. If the item received is an inventorial piece of equipment, the serial number, model, and inventory tag should be noted on the purchase order or invoice from the vendor.

Other – proof of payment, receipts, invoices from vendor. Please contact the City for specific questions on required documentation.

Admin/Indirect Costs – methodology of application applied in accordance with Federal Guidance on allocation of direct costs for non-profits using the base most appropriate (for federally funded agreements) or applied in accordance with a methodology that the City has approved the use of (for agreements funded with non-federal sources).

If you are allocating either direct expenses or indirect expenses using a rate other than a federally negotiated rate or the de minimis rate (10% MTDC) the use of your allocation plan must be approved by the City prior to you charging the grant program. The allocation should consist of your pooled costs or cost basis and the narrative for the methodology applied to determining the calculated rate or percentage. Direct expenses allocated usually include utilities, rent, agency liability insurance, and may include staff paid time allocated as well.

	City of Spokane Grantee Billing Form KAISER PERMANENTE NATIONAL COMMUNITY BENEFIT FUND		City Clerk #	OPR 2021-0255
			Vendor ID #	035469
			FMS Acct #	1700-95595-65410-54201-99999
SUBMIT BILLING TO:			<p>Submit this form to claim payment for materials, merchandise, and/or services. Show complete detail for each item. <u>Vendor/Claimant Certificate:</u> I hereby certify under perjury that the items and totals listed herein are proper charges for materials, merchandise and/or services furnished, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion or Vietnam era or disabled veteran status. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). Services performed under this Agreement do not duplicate any services to be charged against any other grant, subgrant or other funding source.</p> <p>Grantee Certification</p>	
City of Spokane Community, Housing, and Human Services Dept. 808 W. Spokane Falls Blvd, 6th Floor Spokane, WA 99201				
GRANTEE (Warrant is to be payable to:)				
Family Promise 904 E. Hartson Ave Spokane, WA 99202				
Project/Program:	Emergency Hoteling for Families	By:		
Award Number:	#20210710	(SIGN IN INK)		
National Objective:	N/A	(TITLE) (DATE)		
Eligibility Code:	N/A			
IDIS Activity ID:	N/A	(EMAIL ADDRESS) (TELEPHONE NUMBER)		
Grant Term:	3/10/2021 - 10/15/2021	Billing date:		
Indirect Cost Rate:	10% MTDC	Expense Period:		
EXPENSE Categories:	<u>A</u> Grant Budget	<u>B</u> Current Expense Request	<u>C</u> Total Previously Requested	<u>D</u> Grant Balance (A-B-C)
OPERATIONS				
Salaries and Benefits	\$ 11,829.00	\$ -	\$ 4,000.00	\$ 7,829.00
Supplies	\$ 1,118.00	\$ -	\$ -	\$ 1,118.00
Hotel Costs	\$ 74,743.34	\$ -	\$ 59,161.13	\$ 15,582.21
ADMINISTRATION				
Indirect Cost Rate:	\$ 8,769.00	\$ -	\$ 6,316.12	\$ 2,452.88
GRAND TOTAL	\$ 96,459.34	\$ -	\$ 69,477.25	\$ 26,982.09
Contract Amount (auto populated)		\$ 96,459.34	% Expended:	72.03%
Total Expended to Date (auto populated)		\$ 69,477.25		
Contract Remaining Balance		\$ 26,982.09	% Remaining:	27.97%
	← Check box if final request.		CHHS Approval:	

Payee Expense Report

Organization:	Family Promise	Grant #:	#20210710	City Clerk #:	OPR 2021-0255
Prepared By:		Title:		Date:	
Please complete the table for ALL (non-Staff) expenses for the reported period. Copies of receipts and invoices MUST be attached.					
Payee/Vendor Name	Expense Category (Support Services, Operating Expenses, etc.)	Expenditure Type (Rent, Maintenance, Furnishings, Case Management etc.)	Direct Amount Billed to Grant	Indirect Amount Billed to Grant	Total
EXAMPLE: Avista	Operating Expenses	Utilities	\$ 90.91	\$ 9.09	\$ 100.00
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
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Total Current Expenses Requested this Period			\$ -	\$ -	\$ -

Staff Expense Report								
Organization:	Family Promise	Grant #:	#20210710	City Clerk #:	OPR 2021-0255			
Prepared By:		Title:		Date:				
Please complete the table for all STAFF expenses for the reported period. Signed timesheets MUST be attached.								
Name	Activity Funded	Total Hours Worked (100% of time on ALL activities)	Hours Worked on Listed Activity	Total Salary and Fringe paid to Employee	Direct Amount Billed to Grant	Indirect Amount Billed to Grant	Total Billed to this Grant	Match Contribution this Period
Example: Doe, John	Case Management	80.00	60.00	\$ 1,200.00	\$ 818.00	\$ 82.00	\$ 900.00	\$ -
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Total Staff Expenses Requested this Period					\$ -	\$ -	\$ -	\$ -

Briefing Paper

Urban Experience Committee

Division & Department:	Neighborhood, Housing, and Human Services Division – Community, Housing, and Human Services Department
Subject:	Cannon St. 24 hr Services Facility
Date:	September 7, 2021
Author (email & phone):	Kirstin Davis (kdavis@spokanecity.org , 509.625.7773)
City Council Sponsor:	Councilmember Karen Stratton
Executive Sponsor:	Kirstin Davis, Acting Deputy Director NHHS
Committee(s) Impacted:	Public Safety & Community Health
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	2020-2025 Strategic Plan to End Homelessness; Greater Spokane Comprehensive Emergency Management Plan
Strategic Initiative:	Safe & Healthy / Reduce Homelessness
Deadline:	The start date for the contract is October 1, 2021
Outcome: (deliverables, delivery duties, milestones to meet)	CHHS is requesting permission to develop a contract with The Guardians Foundation for up to \$1,858,862. This contract would allow services for adults experiencing homelessness 24 hours a day starting October 1, 2021 and will expire June 30, 2022 as a requirement of ESG-CV funding.
Background/History: The CARES Act was signed on March 27, 2020 to help support the response to the novel coronavirus outbreak. The CARES Act made available an additional \$4 billion in ESG-CV funds to supplement the Fiscal Year (FY) 2020 ESG funding. CHHS was awarded ESG-CV funds from the U.S. Department of Housing and Urban Development (“HUD”) and the Washington State Department of Commerce (“Commerce”). The City received two awards from Commerce totaling \$3,463,494. These special ESG-CV funds are to be used to prevent, prepare for, and respond to the Coronavirus pandemic among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19.	
Executive Summary: <ul style="list-style-type: none"> The intention of this agreement is to provide 24 hour services for adults experiencing homelessness. The contract follows requirements outlined in SMCs 18.05.020 and 18.05.030 and will provide spaces for 72 adults overnight and a minimum of that amount during daytime operational hours. Capacity is subject to services provided and may exceed 72 clients based while also following occupancy limits and health protocols. Services provided will include meals, access to social services providers and participation in the Community Management Information System (CMIS). The total amount of contract is not to exceed \$1,858,862 between October 1, 2021 and June 30, 2022. 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Emergency Solutions Grant – Coronavirus funds Other budget impacts: None.	
Operations Impact: Consistent with current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Specify changes required: None.
Known challenges/barriers: None.